

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

May 27, 1976

MEMORANDUM - 1976-14

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, Comptroller
SUBJECT: Revised Priority Payroll Procedure

The purposes of this memorandum are to advise all departments and agencies of the revised priority payroll procedure under the State's payroll system, and to provide sufficient notice of its implementation, which has been set for the second payroll period in June 1976.

The instructions for the revised procedure are being issued under separate cover, as Revision #10 to Volume III of the Accounting Manual. Revision #10 is dated June 1, 1976; actual implementation, however, is scheduled for the June 16-30, 1976 payroll period.

A meeting is being planned for June 8, 1976, in the State Office Building, Conference Room 322C, from 1:30 - 2:30 p.m. to discuss the implementation and review the procedure described in the Accounting Manual. The meeting should be attended by your payroll and/or personnel staff who are directly involved with priority payroll requests, and the staff should bring with them Volume III of the Accounting Manual.

Please pass this announcement on to the employees involved; also, please provide the names of the employees who will be attending the meeting, by calling the Accounting Division at 548-3247, no later than June 4, 1976, so that our preliminary arrangements can be finalized.

We appreciate your cooperation in this matter and look forward to the revised procedure as a means of resolving the problems previously associated with priority payroll requests.


HIDEO MURAKAMI
Comptroller